**FINAL IMPLEMENTATION REPORT**

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| PROJECT IDENTIFICATION |

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| **Name of Project Leader** |  |
| **Project title** |  |
| **Project location** |  |
| **Date of signing the agreement** |  |
| **Project duration, start and end dates** |  |
| **Total amount of funding granted by the Government of Monaco** *(in Euros)* |  |
| **Report submission date** |  |
| **Contact for the report** |  |
| **Submission date of interim implementation report n°1**  |  |
| **Submission date of interim implementation report n°2** |  |

***The final report should cover the entire project duration and not only the 3rd year of implementation.***

1. **Overall progress / macro-planning**
	1. **Activities implemented in the past year**

*Present the activities and results, as well as any significant factors during the* ***final project implementation year*** *(the following section 1.2 concerns the entire project duration).*

* 1. **Overall progress throughout the duration of the project**

*Provide an overview of the various stages of project implementation throughout the project duration with the main* ***key******dates*** *(date of hiring staff, date of contracting, kick-off dates for the main activities provided for by the project over the period concerned…) and* ***key events****.* *Indicate any difficulties and/or constraints encountered, and any workaround solutions implemented.*

1. **Overall assessment regarding the objectives and results achieved / impact of the project**

*Provide an overall qualitative assessment regarding project deliverables compliance compared to what was planned.*

*Provide an overall assessment in regard to achieving project results, specific objectives and overall objective. Provide an appraisal of the progress made in regard to achieving associated indicators.*

*Describe the more general impact of the project on beneficiaries, the community, the region, and if relevant, national policies.*

*Provide a qualitative assessment in regard to the implementation of partnerships.*

*Complete the* ***project monitoring table*** *with the actual indicators for the final project implementation year and throughout the project period. This should be appended to this report.*

1. **Retrospective assessment of project design**

*Provide a retrospective analysis of the project design : had the initial issue been properly defined? Had the context in which the project was to be implemented been thoroughly analysed? Had the target groups been properly defined? Had the project objectives been properly formulated? Can you confirm the coherence of activities in relation to the defined objectives? Had the human and material resources been properly defined? Had the risks and constraints been anticipated properly? Were the partners selected for the implementation appropriate?*

1. **Beneficiaries**

*Provide an assessment regarding the effective identification of beneficiaries throughout the project period. Also provide an appraisal in terms of the actual involvement of beneficiaries. In what way did they take ownership of the project?*

*In the event of a substantial difference between the target value and actual value, explain why. Provide an assessment regarding the degree of attaining the total number of beneficiaries as stipulated in the initial project form.*

1. **Sustainability and capitalisation**

*Indicate the processes and/or actions implemented over the period to capitalise on the experience gained.*

*Include the measures implemented in order to sustain technical expertise (continuing education, transfer of skills, etc.), human resources (wage policy, inclusion of HR in organisation chart, etc.), infrastructure and equipment (maintenance, transfer of ownership, etc.), and/or aimed at self-financing of activities (rental, development of IGAs, transfer of responsibility and management to the State, local authorities and/or community).*

*Indicate for cases where the project implementation was entrusted (even partially) to local structures, what actions and measures were implemented to ensure the transfer of skills between the main project leader and other implementation structures. In what way did beneficiaries and local players (public and private) take ownership of the project?*

1. **Visibility and communication**

*Indicate all external communication activities regarding the project carried out over the period concerned; attach corresponding documentation and/or provide the corresponding links.*

1. **Project strengths and successes**

*Provide an overall summary assessment regarding project strengths and successes.*

1. **Project weaknesses and areas for improvement**

*Provide an overall summary assessment regarding project weaknesses and indicate any areas for improvement in the future.*

1. **Project follow up**

*Indicate whether any follow-up will be given to this project, and if so, specify what.*

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| *The following must be completed and attached to the report:** *completed project monitoring plan;*
* *DCI’s macro indicators duly filled in;*
* *the* ***expenditure tracking table*** *for the period concerned;*
* *if necessary, an* ***updated financing******plan*** *for the project;*
* *if necessary, an* ***updated project******budget*** *together with a justified request for budget reallocations*

*Excel templates for all of these tables can be downloaded from the Office of International Cooperation’s public website. :* [*cooperation-monaco.gouv.mc*](http://www.cooperation.monaco.gouv.mc), section “submission and monitoring of a cooperation project” ([*website*](https://cooperation-monaco.gouv.mc/fr/Partenaires/Partenaires-internationaux/Soumettre-un-projet) link).*If need be, provide all qualitative comments concerning the financial execution of the project for the period concerned and the potential impact on the period to follow.* |